

Michigan Department of Education
Public School Academy Program

**ANNOUNCEMENT OF
2007-2008 CHARTER SCHOOL COMPETITIVE DISSEMINATION GRANTS**

THIRTEENTH CYCLE

**No Child Left Behind Act
Title V, Part B, Public Charter Schools Program
In Cooperation with the U.S. Department of Education**

INTRODUCTION

The Michigan Department of Education (MDE) is pleased to announce the 2007-2008 Charter School Competitive Dissemination Grant Program – Thirteenth Cycle. This program is supported under Title V, Part B, Public Charter Schools Program, No Child Left Behind Act. The Michigan Department of Education (MDE) was successful in receiving a grant under this program for **\$22,802,234** over a three-year period, including \$6,999,910 for 2007-08. The MDE may award up to **\$699,991** in dissemination grant funds to public school academies, on a competitive basis.

ELIGIBLE APPLICANTS

Michigan PSAs that have **not already received a dissemination grant** may apply if they

- have been in operation for at least three consecutive academic years,
- are financially viable and operationally successful, and
- have achieved at least 60% proficiency in both ELA and Mathematics MEAP results

-or-

serve Strict Discipline Academy or Alternative Education populations and have alternative evidence of their academic success.

A list of eligible PSAs can be found at the end of this announcement

DEADLINE TO APPLY

The application must be received at the Michigan Department of Education by **Thursday, March 13, 2008**. Applications must be submitted using the Michigan Education Grants System (MEGS).

CONTACT INFORMATION

Questions regarding the 2007-2008 Charter School Competitive Dissemination Grant Program – Thirteenth Cycle, may be directed to Joann Neuroth, Public School Academy Program, Office of School Improvement at 517/241-6668.

GRANT PURPOSE

The purpose of this grant is to fund proposals that will support activities that improve public schools or open new schools (including public charter schools) and share the lessons learned by charter schools with other public schools.

To that end, MDE invites proposals of three kinds:

1) Evaluation grants: Dissemination-eligible schools may propose a two-year research design to gather data that tests the hypothesis that under particular conditions identified in the research, a particular practice has contributed to their success. **Priority points will be given to applicants whose success has been achieved with more than 50% free-and-reduced-lunch-eligible students, to applicants that have met the criteria for success repeatedly, and for those serving secondary grade levels.**

2) Mentorship grants: Dissemination-eligible schools may identify a charter-development team with a new charter application in process (not being prepared by an ESP related to the PSA) and propose a series of mentorship activities designed to lend experience to the team's work. Eligible activities include planning team visits and internships at the mentor school, mentor-review of the team's draft plans, back-office and business plan consultations, policy and practice sharing, board-to-board orientation sessions, mutual visits to third party sites to investigate promising teaching and learning practices. **Preference points will be added for any mentorship applicant that has been requested as a mentor by a current planning grantee or grant applicant, for applicants that have met the criteria for success repeatedly, and for those serving secondary grade levels.**

3) High School Design grants: Dissemination-eligible middle or high schools may propose a partnership with an operating K-5 or K-8 PSA preparing to expand to open secondary grade levels. Eligible activities include investigating a specified teaching and learning practice, adapting it to the needs of both partners, piloting its use in the existing middle or high school, mentorship activities of the kind included in Mentorship grants, and peer review exchanges between the schools.

REQUIRED ACTIVITIES & PRODUCTS

Each dissemination project will produce a "packet" modeled after Michigan's MI-Map School Improvement Tool Kit for inclusion in future editions. Describe the proposed MI-Map School Improvement Tool Kit packet you expect to be able to produce as a result of your grant-funded activities. Information about the MI-Map School Improvement Tool Kit may be found at the webpage: http://www.michigan.gov/mde/0,1607,7-140-28753_33424---,00.html

Each dissemination project will make one or more presentations at a national, state or regional conference as part of the plan for dissemination of the information regarding the project. Grant funds to support the dissemination activities and Took Kit products must be described in the proposed budget with sufficient detail that includes costs for travel, printing, product development, production, and other projected costs.

GRANT RANGE & BUDGET INFORMATION

Grantees may receive up to two years of funding through this grant. If two years of funding are requested, the budget and narrative should outline the funding request for both years. The second year funding will be released upon satisfactory completion of goals and objectives set forth for the first year. Amendments to the second year budget will be possible at that time.

Funds totaling approximately **\$700,000** are available at this time. Proposals may be submitted for funding up to \$250,000 per year, though awards in the \$100,000 range have been more common. The applicant must justify their budget through a narrative and supporting documentation detailing uses and cost assumptions. The total number of grants funded will depend upon the quality of proposals submitted and the amount of funding requested.

Successful grant recipients must present a workshop at an educational Michigan or national conference in each year that the grant is funded. Costs associated with the workshop(s) should be reflected in the budget summary, budget detail and narrative proposal of the application.

Project proposals must describe the planned use of funds for all entities that will be part of the project, using Michigan school accounting categories. The budget detail & narrative must list the budgeted funds and proposed expenditures for each school involved, including any consultants.

LENGTH OF AWARD

Applicants may apply for a one-year grant or a two-year grant. The budget should reflect the entire requested project period (one or two years). MEGS budget detail spreadsheet allows space for electronic submission of Year 1. Provide the same kind of detail for the Year 2 budget in the budget narrative section if applicable. Applicants may receive only one dissemination grant, either a one or a two-year grant, not both. Funding for either a one-year or a two-year grant is contingent upon federal funding. Second year funds will be released pending satisfactory and timely performance reports for year one. A one-year grant ends on April 30, 2008; a two-year grant ends on April 30, 2009. If any other sources will be contributing to this project, please note and describe them in the budget narrative, but do not include them in the budget detail calculations submitted for this grant. Person(s) responsible for direction or management of the project must be employees of the public school academy that is the recipient of the grant award, or an employee of the educational management company operating the school and staff working on-site in the school. Federal grant funds may not supplant state or local funds allocated to the school. Additionally, the grant recipient charter school may retain five (5) percent administrative funds.

All funding will be subject to approval by the Superintendent of Public Instruction, based on reviewer ranking, comments, and Department recommendations.

REJECTION OF PROPOSALS

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement. Second year funding is contingent on the availability of continued federal funding.

CLOSING DATE

Applications for the 2007-2008 Charter School Dissemination Grant—Thirteenth Cycle must be completed and submitted using the Michigan Electronic Grants System (MEGS). This system is available at <http://meis.mde.state.mi.us/megs> and requires a MEIS Login and Password, as well as the appropriate level of access to MEGS. The application for MEIS accounts criteria can be found on the Michigan Department of Education Grants website under the section “What’s New”: <http://michigan.gov/mde-grants>.

Applications must be received at the Michigan Department of Education by **Thursday, March 13, 2008**.

The anticipated grant award date is May 1, 2008.

APPLICATION PREPARATION, PAGE LIMIT AND FONT SIZE

Applications should be prepared simply and economically, with the narrative portion of the proposal being **no more than 15 pages in length, for one year proposals, and no more than**

20 pages in length for two year proposals, double-spaced and with a font no smaller than 12-point font. Relevant support documents attached to the application must be kept to a maximum of **seven (7) pages**.

REVIEW PROCESS

A broad-based committee of individuals supportive of the systemic reform of public education and the charter school concept, and who are knowledgeable of educational and organizational concepts embodied in school reform will review the applications. Award selections will be based on merit, quality and thoroughness, as determined by points awarded on the rubric furnished at the end of this announcement. All applications will be thoroughly reviewed and evaluated to assure guidelines of the federal regulations are met. Only proposals that meet the federal guidelines for allowable activities will be considered. An eligible application under this program must focus the grant award on project specifics listed in this grant announcement.

All proposals will be evaluated based upon the information required in Narrative Proposal provided below. Applicants may wish to refer to the Michigan Department of Education's "Proposal Development Guide" for additional assistance in developing their proposal. This guide may be found under http://www.michigan.gov/documents/propdevguide_13484_7.pdf

All funding will be subject to approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent's action.

FUNDABLE ACTIVITIES

Michigan invites proposals of the three kinds listed above within the following fundable activities permitted by federal statute establishing the Charter School Grant program:

- Assisting other individuals with the planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and the assisting charter school's developers, and that agree to be held to at least as high a level of accountability as the assisting charter school;
- Developing partnerships with other public schools, including charter schools, designed to improve student academic achievement in each of the schools participating in the partnership;
- Developing curriculum materials, assessments, and other materials that promote increased student achievement and are based on current successful practices within the assisting charter school; and
- Conducting evaluations and developing materials that document the successful practices of the assisting charter school and that are designed to improve student performance in other schools.

A charter school may not use dissemination grant funds, either directly or through a contractor, for marketing or recruitment activities designed to promote itself or the programs offered by it or by a contractor to parents or the community.

NOTE: Applicants must target one or more of the fundable activities listed in the "Grant Purpose" section above.

PAYMENT SCHEDULE

Payments to the grantee will be made upon filing the Department's "Expenditure/Request Form, DS-4492A." The grantee is permitted to request advance payments not exceeding actual

immediate cash needs and reimbursement up to the total amount of the award. "Immediate cash needs" means that the recipient has incurred bills that must be paid within **3 days**.

PERFORMANCE REPORTING

As a condition of receiving Charter School Grant Program funding, all recipients will provide the Department with progress reports of their performance in meeting program objectives set forth in the application for grant. The performance reports should address the outcomes of the objectives that were outlined in your narrative and should clearly describe how the activities of the grant period met or failed to meet proposed goals and objectives. The reports are due on the following dates:

If applicant applies for and is awarded a one-year grant:

Thursday, October 30, 2008 (Midyear Report)

Monday, June 1, 2009, or 30 days after completion of project (Final Report)

If applicant applies for and is awarded a two-year grant:

Thursday, October 30, 2008 (Midyear Report)

**Monday, June 1, 2009, or 30 days after completion of project
(Final Report Year 1)**

Friday, October 30, 2009 (Midyear Report Year 2)

Tuesday, June 1, 2010 (Final Report Year 2)

A form for the performance reports will be available to those successful applicants via MEGS.

Grantees cannot receive more than two years of funding through this grant. If two years of funding are requested, it should be indicated in the budget and narrative. The second year funding will be released upon satisfactory completion of goals and objectives set forth for the first year, timely performance reporting, and any additional information that may be required by MDE staff to ensure compliance with the requirements of the grant program.

FINANCIAL REPORTING

The Department's "**Final Expenditure Report Form**" is used for final financial reporting and is completed online **60 days** after completion of each grant. Failure to complete the Final Expenditure Report could result in **loss of funding** so that funds would need to be returned to MDE.

FINANCIAL AUDIT

The Michigan Department of Education reserves the right to conduct a financial audit of the grantee's program expenditures at any time during the grant period

WHERE TO OBTAIN ASSISTANCE

These materials are issued by the Michigan Department of Education, Public School Academy Program which is the sole point of contact in the state for this program. Questions should be directed to the Public School Academy Program at 517/241-6668.

LIST OF ELIGIBLE ACADEMIES

Following is a list of public school academies that have not received a dissemination grant, are in their fourth year of operation, and meet academic success criteria:

NOTE: High school data not available at the time of printing and additional information will be available on the MDE website by mid-December.

PSAs in their 4th year or more of operation which achieved 60% MEAP proficiency in both ELA and Math during 2006-07 and which have not received a dissemination grant to date

63903	ACADEMY OF SOUTHFIELD	25905	INTERNATIONAL ACADEMY OF FLINT
63901	AGBU ALEX-MARIE MANOOGIAN SCHOOL	23901	ISLAND CITY ACADEMY
81904	ANN ARBOR LEARNING COMMUNITY		JOSEPH P. LUMSDEN BAHWETING
13901	ARBOR ACADEMY	17901	ANISHNABE
09902	BAY COUNTY PSA	82976	KEYSTONE ACADEMY
04901	BINGHAM ACADEMY	41914	KNAPP CHARTER ACADEMY
70904	BLACK RIVER PUBLIC SCHOOL	74903	LANDMARK ACADEMY
82983	BRIDGE ACADEMY	63918	LAURUS ACADEMY
25909	BURTON GLEN CHARTER ACADEMY	82910	M.L. KING JR. EDUCATION CENTER
41908	BYRON CENTER CHARTER SCHOOL	25911	MADISON ACADEMY
82968	CANTON CHARTER ACADEMY	13903	MARSHALL ACADEMY
81902	CENTRAL ACADEMY		MARVIN L. WINANS ACADEMY OF
41920	CHANDLER WOODS CHARTER ACADEMY	82924	PERFORM ARTS
47902	CHARYL STOCKWELL ACADEMY	82967	METRO CHARTER ACADEMY
33901	COLE ACADEMY	37902	MOREY CHARTER SCHOOL
24901	CONCORD ACADEMY - PETOSKEY	50908	MT. CLEMENS MONTESSORI ACADEMY
05901	CONCORD ACADEMY: ANTRIM	82962	NEW BEGINNINGS ACADEMY
15901	CONCORD ACADEMY:BOYNE	41901	NEW BRANCHES SCHOOL
11901	COUNTRYSIDE ACADEMY	73910	NORTH SAGINAW CHARTER ACADEMY
82969	CREATIVE MONTESSORI ACADEMY	39903	OAKLAND ACADEMY
41918	CREATIVE TECHNOLOGIES ACADEMY	12901	PANSOPHIA ACADEMY
41916	CROSS CREEK CHARTER ACADEMY	38902	PARAGON CHARTER ACADEMY
54901	CROSSROADS CHARTER ACADEMY	39905	PARAMOUNT CHARTER ACADEMY
82974	DETROIT MERIT CHARTER ACADEMY	82904	PLYMOUTH EDUCATIONAL CENTER
03901	DISCOVERY ELEMENTARY SCHOOL	50909	PREVAIL ACADEMY
82930	DOVE ACADEMY OF DETROIT	41919	RIDGE PARK CHARTER ACADEMY
70906	EAGLE CREST CHARTER ACADEMY	73908	SAGINAW PREPARATORY ACADEMY
82945	EDISON PUBLIC SCHOOL ACADEMY	81905	SOUTH ARBOR CHARTER ACADEMY
	EDISON-OAKLAND PUBLIC SCHOOL	82941	STAR INTERNATIONAL ACADEMY
63910	ACADEM	28901	TRAVERSE BAY COMMUNITY SCHOOL
13902	ENDEAVOR CHARTER ACADEMY	58902	TRIUMPH ACADEMY
41905	EXCEL CHARTER ACADEMY	70905	VANDERBILT CHARTER ACADEMY
81906	FORTIS ACADEMY	41910	VANGUARD CHARTER ACADEMY
25903	GRAND BLANC ACADEMY	41909	VISTA CHARTER ACADEMY
41911	GRATTAN ACADEMY	70901	WALDEN GREEN MONTESSORI
63922	GREAT OAKS ACADEMY	41915	WALKER CHARTER ACADEMY
30901	HILLSDALE PREPARATORY SCHOOL		WEST MI ACADEMY OF ARTS AND
63911	HOLLY ACADEMY	70902	ACADEMIC
81901	HONEY CREEK COMMUNITY SCHOOL	82943	WESTON TECHNICAL ACADEMY
50903	HURON ACADEMY	33906	WHITE PINE ACADEMY
		41917	WILLIAM C. ABNEY ACADEMY
		33909	WINDEMERE PARK CHARTER ACADEMY
		25902	WOODLAND PARK ACADEMY
		63919	WOODMONT ACADEMY
		82953	YMCA SERVICE LEARNING ACADEMY

PSAs in their 4th year or more of operation which serve alternative populations and have not received a dissemination grant to date. These applicants may propose alternative evidence for their academic success.

13904	BATTLE CREEK AREA LEARNING CENTER	ALT
09901	BAY-ARENAC COMMUNITY HIGH SCHOOL	ALT
82971	BLANCHE KELSO BRUCE ACADEMY	SDA
74906	BLUE WATER LEARNING ACADEMY	SDA
51903	CARMAN ALTERNATIVE ACADEMY	ALT
41902	HORIZONS COMMUNITY HIGH SCHOOL	ALT
82978	LIFE SKILLS CENTER OF METRO DETROIT	ALT
63920	LIFE SKILLS CENTER OF PONTIAC	ALT
82907	MICHIGAN TECHNICAL ACADEMY	ALT
03902	OUTLOOK ACADEMY	SDA
71902	PRESQUE ISLE ACADEMY II	ALT
74911	ST. CLAIR COUNTY INTERVENTION ACADEMY	ALT
56901	WINDOVER HIGH SCHOOL	ALT

2007-2008 Competitive Charter School Dissemination Grant Application Format

Applications should be prepared simply and economically, with the narrative portion of the proposal being **no more than 15 pages in length, for one year proposals, and no more than 20 pages in length for two year proposals, double-spaced and with a font no smaller than 12-point font.** Relevant support documents attached to the application must be kept to a maximum of **seven (7) pages**.

Please address the following questions:

1. Your school has been determined to be eligible for a dissemination grant because MEAP results show at least 60% of your students are proficient in both English and Mathematics. Describe here what other indicators your school considers evidence of outstanding success at goals established in your charter and/or related to your mission.

2. Identify which kind of dissemination grant you are applying for, and describe the proposed project you would carry out with the grant funds.

☐ Evaluation grants: We are proposing a one- or two-year research design to gather data that tests the hypothesis that under particular conditions identified in the research, a particular practice has contributed to our success.

☐ Mentorship grants: We have identified a charter-development team with a new charter application in process (not being prepared by an ESP related to the PSA) and propose a series of mentorship activities designed to lend experience to the team's work.

☐ High School Design grants: We are proposing a partnership with an operating K-5 or K-8 PSA preparing to expand to open secondary grade levels.

3. Describe the expected benefits/learnings that will accrue to the project partners. How will this help teachers teach, learners learn or governance boards govern?

4. Describe the products you will produce which synthesize your learnings in formats useful to a wider circle of educational practitioners. Each dissemination project will produce a "packet" modeled after Michigan's MI-Map School Improvement Tool Kit for inclusion in future editions. Describe the proposed MI-Map School Improvement Tool Kit packet you expect to be able to produce as a result of your grant-funded activities. Information about the MI-Map School Improvement Tool Kit may be found at the webpage: http://www.michigan.gov/mde/0,1607,7-140-28753_33424---,00.html Describe here what other products you also propose to develop.

5. Describe the audience for whom you are designing the products above. What evidence to you have that they feel a need for a product such as yours? How big is the audience? What other avenues besides MI-Map School Improvement Tool Kit publication do you propose to use to offer the information to your intended audience?

6. Use the format downloadable from MEGS to lay out your project workplan. Each row in the table should list tasks or steps that lead to a single milestone or deliverable. Assign costs to each row, and identify the function codes from your budget detail sheet that will be spent to accomplish the deliverable.

Question and Answer Document Dissemination Grant

1) I have heard there is a dissemination grant available with federal charter school dollars for public school academies. How can I qualify for that?

Eligible applicants for the dissemination grant include academies that have been open and serving students for a minimum of three complete school years and that are serving students with academic distinction. If your name is a part of the list published in the Dissemination Grant Announcement 2007-08, you qualify to propose a dissemination project.

2) Is the dissemination grant a competitive grant?

Yes, the dissemination grant is a competitive grant. A successful applicant competing for this grant receives up to two years of funding. A PSA may be awarded a Dissemination grant only one time.

3) What is the purpose of the grant?

The purpose of this grant is to fund proposals that will support activities that tap the experience of successful charter schools to strengthen the pool of charter applicants and encourage innovative approaches to serving secondary grade ranges among existing PSAs. To that end, MDE invites proposals of three kinds:

1) Evaluation grants: Dissemination-eligible schools may propose a two-year research design to gather data that tests the hypothesis that under particular conditions identified in the research, a particular practice has contributed to their success.

2) Mentorship grants: Dissemination-eligible schools may identify a charter-development team with a new charter application in process (not being prepared by an ESP related to the PSA) and propose a series of mentorship activities designed to lend experience to the team's work.

3) High School Design grants: Dissemination-eligible middle or high schools may propose a partnership with an operating K-5 or K-8 PSA preparing to expand to open secondary grade levels. Eligible activities include investigating a specified teaching and learning practice, adapting it to the needs of both partners, piloting its use in the existing middle or high school, mentorship activities of the kind included in Mentorship grants, and peer review exchanges between the schools.

4) When will the grant application be available on MEGS, and what is the due date for the applications?

Applications for the 2007-08 Dissemination Grant Program will be posted on the Michigan Department of Education's website by mid-December. The application deadline is Thursday, March 13, 2008.

It is anticipated that grants will have an award date of May 1, 2008.

5) Who may apply?

Michigan PSAs that have **not already received a dissemination grant** may apply if they

- have been in operation for at least three consecutive academic years,
- are financially viable and operationally successful and

- have achieved at least 60% proficiency in both ELA and Mathematics MEAP results
-or-
serve Strict Discipline Academy or Alternative Education populations and have alternative evidence of their academic success.

A list of eligible PSAs can be found in the Dissemination Grant Announcement 2007-2008.

6) Who decides who gets the grant awards?

MDE, Office of School Improvement, PSAP solicits interested persons to volunteer their time to serve as unpaid peer grant reviewers to review the applications submitted, score the applications based upon the established rubrics, and to make recommendations to MDE regarding whether proposals should be funded. Persons interested in becoming a peer reviewer may indicate their interest in reviewing charter school and other grants administered by MDE by registering on the MEGS grant system as a potential reviewer. Persons that serve on the review panel are typically instructional or administrative staff working in Michigan charter schools. Reviewers have also included representatives of authorizing bodies, the National Charter Schools Institute, and others interested in the charter school movement.

7) What are the common deficits in the applications that reduce the scores awarded by reviewers?

The recommendations of the review panel for each dissemination grant are written on a consensus review sheet and this is provided to applicants for their understanding as to why a grant may not have been recommended for an award. In most cases, MDE staff concurs with the recommendations of the review panel. Final awards are contingent upon the approval of the Superintendent of Public Instruction.

The review panels tend to reduce the scores awarded to applications where responses are generic, lack significant detail, seem not to be customized, appear to be formatted and not individualized based upon unique characteristics of the schools and the project proposed. Reviewers tend to assign higher scores where the proposed activities are detailed and well articulated. Budgets should include a clear narrative with as much detail as possible, including estimated unit costs. Goals and objectives for the proposed projects should span one or two-years, with measurable performance indicators throughout those years. Specific persons or positions should be indicated to be responsible for accomplishment of the goals and objectives of the project. Close attention to selected grant priority areas, and consistency in addressing those areas throughout the proposal, will result in a higher score.

This year's grant purposes are new, and MDE is hopeful that more fundable applications will be received.

8) What is a successful applicant expected to do if they are awarded the grant funds?

Grant recipients must ensure that grant funds are spent as proposed in the approved application. Two narrative performance reports will be required during the grant period describing the status and progress of the project. A form for the performance reports will be available to those successful applicants via MEGS.

As a condition of acceptance of the grant, the school must participate in a grant program evaluation project that is being implemented by an outside evaluator under contract to MDE. Outside evaluation

of Michigan's charter school grant program is a condition of the grant award by the United States Department of Education to MDE.

MDE's "Final Expenditure Report Form" is used for final financial reporting and is completed online 60 days after completion of the project. Failure to complete the Final Expenditure Report could result in loss of funding in which the academy must repay to the Michigan Department of Education.

Acceptance of federal funds carries with it a number of expectations about operating practices, including several governance policies which must be in place regarding procurement, inventory etc. During the course of the grant, MDE will use both desk-monitoring and on-site visits to ensure that these conditions are being fulfilled. Failure to comply could result in revocation of the grant and an obligation to repay the funds. Please inform yourself fully of those requirements. A document entitled "What Grantees Need To Know" is posted at www.michigan.gov/charters ; it summarizes many of the most commonly misunderstood requirements.

Other expectations and requirements of the grant program are explained in the MDE document Dissemination Grant Announcement 2007 to be posted on the MDE website, www.michigan.gov/mde under Grants, in mid-December 2007, and in the "Certificates and Assurances" agreement contained in the MEGS application that all grant applicants must agree to as a condition of the application.